Leave is sanctioned to all Government Servants by the Head of the Office to officers subordinate to him and to Heads of Offices by the next higher authorities. But the sanction of Casual Leave cannot be taken for granted, as the same has to be applied and duly sanctioned before the Officer in question actually avails or proceeds on casual leave. Although in practice it will be only in exceptional cases where leave applied for cannot be sanctioned, it will not be proper to proceed on leave in anticipation of sanction without obtaining a formal intimation of its sanction.

Of late, a practice has grown that officers proceed on casual leave and at best subsequently inform the sanctioning authority that they are availing of leave. This is not in order. It is important that except in emergent circumstances such as sudden illness or personal difficulties, application for leave should be sent in advance and leave is availed of only after the required sanction has been accorded and communicated.

R. THIPPOJI RAO,
Deputy Secretary to Government,
375 *General Administration Department (Services).*

FINANCE SECRETARIAT

Issues orders *re.* scrutiny of documents and watching other formalities by other States on reciprocal basis relating to House Building Advance to All India Service Officers intending to construct house outside this State.

REFERENCE —

Letter No. 13/3/68-AIS.III, dated 17th June 1968 from the Ministry of Home Affairs, Government of India, New Delhi.

PREAMBLE —

The Government of India in the Ministry of Home Affairs letter No. 8/12/58/-AIS (II), dated 18th March 1959, addressed to all State Governments, inviting reference to their letter of even number dated 20th November 1968, have stated that it has been decided in consultation with the State Governments, that where an All India Officer who has been granted loan for house building purposes by the State under whom he is serving at the time of such grant decides to construct the house outside that State, the State within whose jurisdiction the house is constructed should act as an Agent for the former State on a reciprocal basis and

(i) examine the correctness of title deeds.

(ii) watch the progress of construction

and

(iii) enforce mortgage proceedings in case of default in the observance of the conditions on which the loan has been granted,

the cost of verification of title deeds being borne by the members of the All India Services seeking loans for house building purposes.

It is considered necessary to sanction the advance for All India Services Officers to construct houses, etc., outside the State of their allotment.

ORDER No. FD 330 PLH 68, BANGALORE, DATED THE 17TH JANUARY 1969.

Government are pleased to direct that advances for House Building/House Purchase/House Repairs to members of the All India Services allotted to the State of Mysore, may be sanctioned by the Government for building/purchasing/repairing a house in any place situated outside the State of Mysore, the cost of verification of title deeds in other States, if any, being borne by the Members of the All India Services seeking loans for House Building purposes.

By Order and in the name of the Governor of Mysore,

MAZHARUL HAKH,
Under Secretary to Government,
Finance Department.

PLANNING AND SOCIAL WELFARE SECRETARIAT

Issues further instructions *re.* the granting of Caste and Income Certificates to the Candidates of Scheduled Castes, Scheduled Tribes Denotified Tribes and other Backward Classes.

CIRCULAR

No. PSW 241 SEW 68, BANGALORE, DATED 16TH/22ND JANUARY 1969.

As per orders issued by Government in Government Order No. P & D 208 SWS 57, dated 22nd April 1959 various officers of Government including the Members of Parliament belonging to the State and Members of L. A. and L. C. are authorised to issue Caste and Income Certificates to the Scheduled Castes, Scheduled Tribes, etc., for admission to Colleges, award of Scholarships, etc. The Members of Parliament and State Legislature will issue Certificates from personal knowledge to such of the candidates residing within their Constituency. In order to avoid malpractices in this behalf, they have been requested to take all possible care and precautions and satisfy themselves thoroughly of the *bona fides* of the applicant before issuing such certificates.

It has come to the notice of Government that in spite of the above instructions Certificates are being issued to students who do not actually belong to Scheduled Castes and Scheduled Tribes evidently without proper verification. This deprives the genuine Scheduled Castes and Scheduled Tribes candidates from making use of the facilities meant for them.

In the circumstances, it is again requested that all Officers of Government empowered to grant the Certificates including the Members of Parliament and State Legislature to fully satisfy themselves of the facts from personal knowledge before issuing the Certificates, in order to avoid malpractices in this behalf.

D. KRISHNA,
Deputy Secretary to Government,
Planning and Social Welfare Department.